



*Ground Branch
Director*

Home Study Training



1. General. The Ground Branch Director (GBD) is responsible for directing and supervising Ground and Urban DF teams, and other ground SAR activities, and advising the Operations Section Chief (OSC) and Incident Commander (IC) in determining the best utilization of ground resources to accomplish the mission objectives. GBD's are normally utilized only during larger incidents with operational bases, but can be used during any incident involving ground resources. Because GBD's are not always available or used, members with OSC, PSC or AOBD ratings must be familiar with the procedures outlined here.

2. Qualifications. The GBD must be 18 years of age, and have been a fully qualified ground team leader. They are not required to remain current at a ground team leader, although the experience gained will allow the GBD to better understand the situations that ground teams face. As with any other ES rating, the GBD (or GBD Trainee) must have the appropriate ES documentation including Membership and ES card. While no specific communications card is specified, an ACUT card is required for the entry rating to this position, Ground Team Leader. Other skills that are more part of the Ground Team Leader qualification such as map reading and land navigation are not discussed here.

3. CAP and ICS Forms. The GBD must be very familiar with many forms used for ground operations. Many of these are used by ground or UDF teams in the field, a few are used only at the base for managing the resources. Standard CAP sign-in forms are used for personnel and vehicle sign-in on the mission. Specific forms for use by the GBD include:

A. CAPF 109 (Ground Team Log) ([see attachment 1](#)). The 109 is used to keep consolidate team member, vehicle, and assignment information. The 109 may be partially filled out by planning when specific tasks are developed, or ground or UDF teams may present a 109 pre-filled with team vehicle and member information. Copies of the 109 must be retained by the GBD and copies should be given to the team leader as a reference. As the task is briefed, the specifics of the task should be clearly indicated in the "briefing" area by the GBD, and signed by the GL or UDF leader and the GBD.

Occasionally a team will be remotely dispatched. When this happens, it is important that all the required information is recorded verbally between the team leader and the GBD.

B. ICS Form 214 (Unit Log) ([see attachment 2](#)). The ICS 214 is a general purpose ICS form that can be used for recording any pertinent information on the assignment, including mileages, times, names and phone numbers of persons contacted, etc. The GBD should use the ICS or CAWG 214 as a general purpose log, recording activities and findings as a memory aid and by handing the log off to subsequent shifts provide continuity of action.

C. Ground Operations Log (CAWG F 220G) (see attachment 3). The Ground Operations log is both a form and a status board. It's used to keep track of assigned resources, their callsigns, assignment summary and comments. The Team Status section allows the teams ICS status (assigned, available, unavailable) to be tracked by the GBD as well as the RESTAT.

D. Disaster Task Report (CAWG F 25A) (see attachment 4). The Disaster Task Report is used to record and track completion of disaster tasks. The GBD may get a copy of the task report from the PSC or OSC, or may be given partially completed CAWG F 109's. The form has room at the top to indicate the task components, and room below to show in log form the progress towards completion of the task.

E. Disaster Task Summary (CAWG F 25) (see attachment 5). The Task Summary is used to is normally used by the PSC or IC to keep track of disaster tasks, but can be used by others for the same purpose.

F. Lead Report (CAWG F 22H) (see attachment 6). The lead report can be filled out by field resources or the base staff when they are recording lead information. When recorded by field resources, important information should be relayed to the base and recorded on a new form, when the team returns to the base their form should be stapled to the base form. The lead number is assigned by the PSC (from the lead log) chronologically, and should not be duplicated.

H. Lead Log (CAWG F xx) (see attachment 7). The Lead Log is used to keep track of leads as they are received chronologically, and to assign numbers to them. The Lead Log is maintained in a single copy only by the PSC or IC, and lead numbers are assigned numerically over the entire duration of the incident.

4. Mission initiation and activation. When a mission begins, the IC will typically either initiate a page using the CAP REDCAP paging system or by notifying the mission alerting officer for a specific CAP group. Information on the CAWG REDCAP paging system is available on the CAWG Web site (<http://www.cawg.cap.gov>). However you may get the notification, if you want to participate, you should first ask yourself if you're really available (the mission may take several days, or be some distance from your home) if you have the skills, and if you have the required equipment. If you decide that you do, you should contact the IC with an offer of service. Note: You may participate in a mission with any ES card, but you may only receive mission credit as a trainee if you have the appropriate trainee card.

Once you're assigned to the mission, the IC will give you the mission number, base location, the IC's callsign and phone number, repeaters to use, and any other specific mission information that might include SARSAT hits, etc. All of this should be written down, either on the CAPF 109 or ICS 214. The IC will also give you information on processing CAPF 108 (fuel reimbursement). You should also the common responsibilities listed in CAPR 60-3 para 8-12.

5. Clothing and Equipment. In addition to the CAP uniforms appropriate for a base (usually BDU / field uniforms and flight suits are inappropriate), the GBD should assemble a mission kit containing the following items listed. The IC or other staff members may have some or all of these materials, but it's better to have them yourself where you can find them easily. A mission kit packing list can be found in [attachment 8](#).

6. Safety. Safety is everyone's responsibility on any CAP activity. Any member can stop an operation if they feel it's unsafe, and discuss it with the other team members. All vehicles used on CAP activities must be operated in accordance with all state and local laws, and all members must wear seatbelts when the vehicle is in motion. Vehicles should be in good working order, and should be safety inspected prior to use for lights, tires, horn, wipers, etc. Additional guidance on vehicle inspections can be found in Task Guide # L-0101, "Inspect a Vehicle".

It's the GBD's responsibility to make certain that ground team vehicles have been safety inspected prior to dispatch - this may be done by the Mission Safety Officer (or designee), by the GBD or designee, but it must be done. Refer to Task L-0101, Inspect a Vehicle for guidance on checking a vehicle. In particular, be sure that the vehicle is mechanically safe (tires, brakes, lights, etc), and is properly equipped for the mission at hand. If the inspections are performed by

someone other than the GBD, they must be given specific instructions on what vehicle equipment will be required.

Ops Normal Checks. Any ground resource should be given clear instructions on when and how to make “Ops Normal” checks. Usually, these checks should be made every 30 minutes to 1 hour, via radio but other arrangements can be made between the leader and the GBD. The resource should be given a maximum time that they may be out of communications with the base, and instructions that if they are out of touch beyond this limit to stop whatever they’re doing and contact the base via radio, phone or any other means available. As part of the team or resource briefing, the leader should know the base call sign and phone numbers, and the GBD should be aware of ALL the communications modes the resource has available – such as radio, cellphone, pager, etc. When a resource is assigned, let the Communications section know what the check-in schedule is. If CAP radios are to be used, the resource should perform a full radio check with the base on simplex and repeater frequencies before they depart the base. If they can’t talk, they can’t leave unless other provisions are made.

Refer to the California Wing Mission Communications guide for specific instructions on performing “Ops Normal” checks.

Safety Briefing. In addition to the Ops Normal check-ins, the resource should be given a safety briefing that informs them of all pertinent information about their assignment, such as:

- Weather
- Known hazards in the search area
- Protective Clothing including sunscreen
- Maintaining hydration, resting, keeping warm as appropriate
- Procedures to be followed in the event of an accident (refer to the CAWG Ground Team Handbook, pages 3 and 4)

Additional guidance on performing safety briefings is found in Task Guide C-0004, Conduct Ground Team Safety Briefing.

7. Briefings. In addition to a safety briefing, the resource must be given a specific task briefing. The information should include mission specific details summarized on the CAWG 109, other nearby resources (other teams, aircraft), special procedures to be followed, special phrases to be used in the event of a find, etc. The briefing checklist on the CAWG 109 is a checklist that can be used to remind the briefer (which may be the GBD or may be delegated), it is not necessary to fill out the information on the 109 unless the team or resource is going to be given a copy. The leader and the briefer both sign the 109.

The GBD may elect to brief the entire team or just the team leader. If the GBD briefs only the team leader, the leader must brief the team separately. No matter which method is being used, the GBD must make certain that the team (leader and members) get the required information, one method for this is to quiz the team members on various questions that should have been briefed and retained such as mission number, base callsign and phone, what the assigned task is, etc. The CAWG Ground Team Handbook has a detailed briefing checklist available – it should be used by the team leader to make certain that nothing is overlooked. The team leader should also make certain that every member has necessary personal equipment, and that the necessary team equipment should be available.

8. Dispatching the team. Once the resource is fully briefed, the vehicle is inspected, the team members briefed and ready to go, the team can be dispatched. The team must make a radio check prior to departure, they can report their time out and starting mileage, both of which are noted on the CAWG 109. The GBD or designee should enter the information on this task assignment on the CAWG 220g, including the time out as the last check in time (in pencil). If the team departs the area but word hasn't been received in a reasonably short time (10-15 minutes max) the GBD should investigate the delay. It may be that the message wasn't relayed to the GBD by Comm. The time to fix communications difficulties is before they become serious.

9. Managing the team. The GBD must keep track of the status of the team, and render whatever assistance is available. When a team exceeds the expected ops-normal check in, the team must be contacted – usually the problem will be with a message that hasn't been relayed.

10. Overdue teams. When a team exceeds the time allowed for check in, and can't be raised by the base via the expected comm. Modes (radio, cellphone, pager, by a highbird aircraft, etc) the IC and OSC must be notified immediately. The GBD should be prepared to brief the command staff on the estimated position of the team, the time it was expected and any other pertinent information. Other nearby resources may be diverted to locate the ground team; the IC (only) may decide to contact local law enforcement to assist in locating the missing resource. The importance of the team checking in, and notifying the base PRIOR to entering an area where communications may be poor, can't be overstressed.

11. Working with Air Operations. The GBD needs to work closely with the Air Operations Branch Director (AOBD), and be able to assist them in coordinating aircraft and ground teams. Typically, aircraft are assigned to grids, or to track electronic signals, while ground teams are assigned to smaller areas. Ground resources should be able to relay their location to the base and to any aircraft in Lat/Long and CAP grid, but the GBD should have sufficient maps of the local area to be able to interpret the coordinates of road intersections, etc.

12. Working with other agencies. Occasionally, the GBD or the resource may interface with other agencies (law enforcement, search teams, etc). The GBD should verify that the IC is aware of any direct contact between with other agencies, and has notified any involved law enforcement agency that the CAP resources will be in the area, and should be prepared with phone numbers to call the agencies if needed. The GBD should also be prepared to assist in coordinating between different agencies as needed.

13. Disaster Response. Most of these same procedures are followed during disaster response operations. The main difference is that tasking is usually received from local agencies, and the IC, Planning Section Chief and OSC determine the best kinds of resources to complete the task. The GBD may receive a copy of a task summary (CAWG F 25) listing the task components that need to be completed and the priorities needed for the various components of the task, and how that task is prioritized with other pending and active tasks. The GBD should keep a copy of the Task Log (CAWG F 25A) showing the status of the various tasks, and be able to correlate the task numbers (assigned by the IC and Planning) with the sortie numbers.

14. Assigning the correct resource. The GBD should be aware of the capabilities and limitations of the resources and personnel available. If you're unsure of someone's capabilities, ask them. If specific talents or equipment are required for completion of a specific task assignment, make certain that they are present.

Normally, the Resources Section (if available) will verify that individuals have appropriate qualifications for the assignment they have signed in for. If an automated system such as the MMU is being used to check in people, this process is fairly straightforward; if there is any question about some ones qualifications ask to see them.

The Resource section will also build resources – they should not release partial resources. A ground team must consist of at least 4 qualified individuals; one must be a ground team leader. The others can be ground team leaders, leader trainees, ground team members or member trainees. UDF teams can consist of only two people, one must be a standard UDF team member or ground team leader, the other members can have any ground ES rating (including trainee ratings).

A supervisor (standard ES rating, TTT qualified) may directly supervise (and sign off for qualification) a maximum of three trainees. Directly supervised means available to witness the individual's actions, skills and decision processes, observe them while actively working the task, etc. A member cannot be supervised via the radio or cellphone.

15. Keep a log. The GBD should keep a chronological record of actions and decisions using the CAWG F ICS 214. This record should include communications times and summaries, conditions noted, problems, etc and should be forwarded at the end of shift to oncoming staff. The GBD (or designee) should also keep the Ground Ops status board up to date – the status board is a large, laminated version of the CAWG F 220G, and the same information should be kept visibly, so that quick questions can be answered at any time. The actual CAWG F 220G should be kept handy (on a clip board) to be handy during general or specific staff briefings.

16. Brief the staff. Coordinate with the other staff. Be one with the staff. The GBD must remain aware of the overall status of all assigned ground resources, and be able to inform any staff member of a teams status at any time.

When preparing for shift change, the GBD should organize all mission paperwork, maps, map overlays, etc and update the on-coming GBD of the status of all deployed resources. The Operations section will normally have a briefing prior to the shift change (Command Staff) shift change briefing.

Conclusion

Now it is time to take the written test which can be found at XXXX . After passing the test present the certificate to your unit commander and he/she can enter into the WMU that you have completed the Familiarization and Preparatory Training tasks. At this point you can start your Advanced Training under the direct supervision of a qualified trainer, a TTT qualified GBD, OSC or IC.

Attachment 1. CAWG F 109

Ground Ops Assignment		Incident Name / Number		Mission Base:		Date:		Sortie No. (Assignment No.)	
	License	Make/Model	Driver	Call Sign	Cell No.	4x	Start Mileage	End Mileage	Total Mileage
1									
2									
3									
Team Leader									
Name – Last, First		Call Sign		Cell Number		ES Qualifications		Special Equip. / Training	
						UDF <input type="checkbox"/> GTL <input type="checkbox"/>			
Team Members									
Name – Last, First		ES Qualifications			Vehicle			Special Equip. /	
		UDF <input type="checkbox"/> GTL <input type="checkbox"/> GTM <input type="checkbox"/> Trainee <input type="checkbox"/>							
		UDF <input type="checkbox"/> GTL <input type="checkbox"/> GTM <input type="checkbox"/> Trainee <input type="checkbox"/>							
		UDF <input type="checkbox"/> GTL <input type="checkbox"/> GTM <input type="checkbox"/> Trainee <input type="checkbox"/>							
		UDF <input type="checkbox"/> GTL <input type="checkbox"/> GTM <input type="checkbox"/> Trainee <input type="checkbox"/>							
		UDF <input type="checkbox"/> GTL <input type="checkbox"/> GTM <input type="checkbox"/> Trainee <input type="checkbox"/>							
		UDF <input type="checkbox"/> GTL <input type="checkbox"/> GTM <input type="checkbox"/> Trainee <input type="checkbox"/>							
		UDF <input type="checkbox"/> GTL <input type="checkbox"/> GTM <input type="checkbox"/> Trainee <input type="checkbox"/>							
Primary Assignment (Describe in detail)									
Checklist		<input type="checkbox"/> Current Weather		<input type="checkbox"/> Forecasted weather		<input type="checkbox"/> ETD & ETE			
<input type="checkbox"/> Base Phone No.		<input type="checkbox"/> Search Area Hazards		<input type="checkbox"/> Other team locations/info		<input type="checkbox"/> Restrictions			
<input type="checkbox"/> Base Call sign		<input type="checkbox"/> Ops Normal reporting every		<input type="checkbox"/> Brief radio frequencies		<input type="checkbox"/> Other agencies			
Debriefing									
ELT first heard:			ELT make/model			ELT Serial No.			
Target Location (lat./Long.)					Time ELT Silenced (LCL)				
Time ELT located (LCL)					Make/model/license vehicle located in:				
Bearings and location to ELT (if not located)									
Location (Lat/Long)	Bearing to ELT	Location (Lat/Long)	Bearing to ELT	Location (Lat/Long)	Bearing to ELT	Location (Lat/Long)	Bearing to ELT	Location (Lat/Long)	Bearing to ELT
Fill out a CAWG form 22h for leads									
ETD		ATD		ETA		ATA		Total time:	
Debriefing Officer (Print Name)					Signature of Team Leader				

[illegible]

Ground Operations Log

Mission Number:		Mission Base:		Date:			Page of Pages
Sortie Number	Team Callsign	Assignment Summary	Time Out	Last Check-in Time	Time In	Team Status Assigned - A Available - V Unavailable - N	Comments

Attachment 4 – CAWG F 25A, Disaster Task Report

[illegible]

Attachment 5 CAWG F 25 Disaster Task Summary

[illegible]

Attachment 6 – CAWG F 22H Lead Report

[illegible]

Ground Branch Director Equipment Checklist

Forms:

- ☐ CAWG F 109 Ground Team Assignment
- ☐ CAWG F 220G Ground Operations Log
- ☐ CAWG F 22H Lead Report
- ☐ CAWG F 25 Disaster Task Summary
- ☐ CAWG F 25A Disaster Task Log
- ☐ CAWG F xx Lead Log
- ☐ CAWG or ICS 214 – Unit Log
- ☐ Ground Operations Log Status Board (Wall size, laminated).
- ☐ ICS F 213 – Message Forms or telephone message book with duplicates

Supplies –

- ☐ Ball point pens (black)
- ☐ Calculator (recommend solar power)
- ☐ Clip boards (recommend storage type)
- ☐ County or area maps
- ☐ De Lorme Atlas (No Cal, So Cal)
- ☐ Drafting or Masking tape
- ☐ Flashlight with batteries
- ☐ Grid Readers (different scales)
- ☐ Gridded Aeronautical Charts (laminated)
- ☐ Highlighters – 3 different colors
- ☐ Laminate board markers
- ☐ Laminated California Road Map (optionally gridded)
- ☐ Large permanent markers (sharpie)
- ☐ Magnifying glass
- ☐ Manila File Folders
- ☐ Map Scales (different scales)
- ☐ Mechanical pencils with erasers
- ☐ Paper Clips, assorted
- ☐ Post-It pads (2x2 minimum), various colors
- ☐ Protractor (for measuring bearings on maps, can use orienteering style compass)
- ☐ Push Pins
- ☐ Regs, in binder: CAPR 60-series, ICS Field Ops Guide, CAWG Ground Team Handbook, CAWG Flightline Guide
- ☐ Scissors
- ☐ Scotch Tape (the kind that can be written on)
- ☐ Staple Remover
- ☐ Stapler and Staples
- ☐ Straight Edge (18")
- ☐ White Board Marker

Bibliography and Internet Links:

Valuable Links for the GBD:

FireScope ICS publications:

<http://firescope.oes.ca.gov/>

CAP Regulations:

<http://www.capnhq.gov/documents/webregulations/pubsweb.htm>

CAP Forms:

<http://mswg.cap.gov/capforms/capforms.html>

California Wing publications:

<http://www.cawg.cap.gov/html/Pubs/publicat.htm>